

Time Commitments

The time commitments that are required for personnel involved in a teacher mentor program vary depending on the type of program, program goals, and any district requirements. It is imperative that the mentor and protégé find the time to meet and/or communicate regarding the issues that arise throughout the year. Listed below are best-practice ideas for planning the mentor and protégé's time.

Mentor

- Attend mentor training: Depending on what model is used, this could be two to four days,
- Observations of protégé: at least two per quarter,
- Meetings with protégé: average of one per week, and
- Quarterly meeting with other district mentors.

Protégé

- Attend new teacher orientation: Depending on the model, this could be two to four days,
- Observations of mentor or other master teacher: at least two per quarter,
- Meeting with mentor: average one per week, and
- Quarterly meeting with other district protégés.

Creative Scheduling of Time

Finding time to meet is always a challenge with a full school schedule. Following are ideas on how to fit in meeting times.

- Using teacher prep time to meet together or to observe each other.
- Trade time with another teacher so no substitute teacher is necessary.
- Shared lunch/duty time for the mentor and protégé.
- Locate the mentor and protégé classrooms close together to facilitate short, informal conferences.
- Use e-mail and the telephone.
- In a school that has more than one mentor/protégé pair, hire a sub for the day that would rotate through the necessary classrooms. This works well for mentor and protégé observations.
- Use early-out day time to meet.